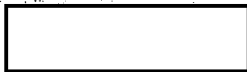
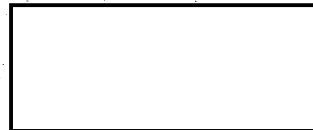


MEMORANDUM FOR:

EA / Acting DCI



Would you please have
John look over the attached
draft response. Thanks.



8/9/82

Date

82-5639

THE WHITE HOUSE

WASHINGTON

August 9, 1982

MEMORANDUM FOR THE DIRECTOR
CENTRAL INTELLIGENCE AGENCY

FROM: CRAIG L. FULLER *CLF*
ASSISTANT TO THE PRESIDENT FOR CABINET AFFAIRS

SUBJECT: BRIEFINGS FOR NEW PRESIDENTIAL APPOINTEES

You probably know that the White House recently launched a short briefing program for newly-appointed Presidential appointees. We intend to continue offering similar White House seminars periodically. However, we fully recognize that most briefings must take place within the Departments and, to better relate our efforts to yours, we would like to know something about what departments now do in the area of training new appointees. Would you therefore please indicate on the attached form what your department does for new appointees?

We would appreciate your response by Monday August 16 inasmuch as we are eager to begin development of training programs for our appointees in areas not now being covered.

B 300

Briefings for New Presidential Appointees

1. Name of Department
2. Is there a departmental briefing? If so, what does it cover?
3. If some or all of the briefing is left to the offices in which the appointee will work, is there some written guidance for those components to follow? If so, what does it suggest be covered?
4. Is some specific departmental official or office responsible for helping new appointees get started on the job?
5. To whom could my office talk for more information?
6. Other relevant information

Page Denied